

# Exam Committee Letters Guide

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## Introduction

This aim of this guide is to provide information regarding the examination committee letters used by examination committees (outside of the UMP). All examination committee letters start with the code ECL.

If you have any questions about this guide or indeed the letters listed with it, please contact the Course and Student Administration Team at [csa@brookes.ac.uk](mailto:csa@brookes.ac.uk).

## Letter ECLXT1: No modules completed recently, has not met award requirements but can continue

### When to use this letter

When a student has not completed any modules in the recent academic sessions, represented either by a series of OFs when the student has been enrolled or by a period of unapproved temporary withdrawal, has not yet completed the requirements of the award for which they are aiming but is still within time limits and has not exceeded the maximum number of acceptable credits limit.

This letter requires a response from the student. They will need to decide whether they will return or not and communicate this decision to Student Central.

### The letter content

**This letter contains important information. Please read it carefully and respond as soon as possible.**

The Examination Committee has noted that you have not completed any modules recently and have not yet met the requirements of the award for which you are aiming. However, you are still within the time limits allowed.

### What you should do now:

Please inform the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk)), within 3 weeks, which of the following statements applies to you and provide any appropriate additional information.

- 1. You do not intend to return but you believe you may have qualified for and would like to be recommended for an award at the next meeting of the Examination Committee.**  
If you would like to withdraw completely from your studies at the University, please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit a Form F200. Within this form you will need to indicate your reason for leaving and confirm that you believe that you qualify for an award.
- 2. You would like to return to complete your studies.**  
Please specify the semester or term in which you hope to return. This should normally be not later than one academic year (2 semesters or 3 terms) after your last period of study. If you would like to return to complete your studies but need to request a period of approved time out, please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit a Form F201.

If you do not reply within three weeks you will be given an award if you have qualified and you will be withdrawn from your course. Readmission will normally not be allowed.

If the non completion of modules is due to circumstances beyond your control, then you could make a late application for mitigating circumstances. Please contact your Student Support Coordinator for guidance on late mitigating circumstances procedures and also see: <http://www.brookes.ac.uk/students/your-studies/mitigating-circumstances/>

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)

- the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

## Letter ECLXT2: Cannot meet the requirements for the award and must exit the course

### When to use this letter

When a student's results to date do not satisfy the requirements of the award for which they were aiming and they cannot retrieve the situation. The examination committee must determine whether the student is eligible for an alternative / lower award and if so, confer that award

No response from the student is needed.

### The letter content

**This letter contains important information. Please read it carefully.**

I regret to inform you that your results to date do not satisfy the requirements of the award for which you are aiming. The Examination Committee has therefore decided that you must withdraw from the University immediately.

### What you should do now:

- If you would like to talk to someone now that the University has asked you to withdraw, you should ask for an appointment with either a Careers Counsellor or Personal Counsellor in Student Services (<http://www.brookes.ac.uk/students/careers/>), the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) or a local Careers Office close to your home. Please understand that the adviser will not be able to change the decision but can talk to you about the consequences of this decision.
- International students may wish to talk to an international student adviser from the International Student Advice Team about your position. Please email [isat@brookes.ac.uk](mailto:isat@brookes.ac.uk) or telephone 01865 484650 to make an appointment. Please understand that the international student adviser will not be able to change the decision but can talk to you about the consequences. Please take your passport and this letter to your interview with an international adviser.

We are sorry that the outcome of your studies has not been successful.

You will receive a transcript from the University showing the modules you have taken and grades obtained. If you think you have qualified for an award of the University but this is not confirmed on your transcript then please contact the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk)) without delay. Please also ensure that your address details are accurate and up-to-date on your PIP page.

## Letter ECLPR1: Has not passed enough credits / compulsory credits in current stage and cannot continue

### When to use this letter

When a student's results to date do not satisfy the requirements for their current stage and they are not permitted to progress to the next stage.

No response from the student is needed.

### The letter content

## **This letter contains important information. Please read it carefully**

The examination results for this academic year show that you have not passed enough module credits and / or you have not passed all of the compulsory modules, for the current stage of your course. The Examination Committee has therefore decided that you may not proceed to the next stage of your course.

### **What you should do now:**

- If you decide to continue you must first contact your Student Support Coordinator or your Academic Advisor to rearrange your programme of study for the coming academic year to include the module(s) which you need to re-take.
- Enrol as a continuing student either online or with Student Central and Student Finance before the start of the academic session (semester or term) in which you intend to continue your studies.
- If the module(s) you must retake are not offered and / or you are not taking other modules in the coming semester or term you should request a period of approved time out. Please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit a Form F201.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

## **Letter ECLPR2: Has not passed enough credits / compulsory credits in current stage but allowed to continue**

### **When to use this letter**

When a student's results to date do not satisfy the requirements for their current stage but they are permitted to progress to the next stage. Outstanding compulsory requirements must still be passed and therefore trailed in the next stage.

No response from the student is needed.

### **The letter content**

#### **This letter contains important information. Please read it carefully**

The examination results for this academic year show that you have not passed enough module credits and / or you have not passed all of the compulsory modules, for the current stage of your course.

Nevertheless it has been agreed that you may continue normally into the next stage of the course. You should note that any outstanding compulsory modules must still be passed to meet the requirements of the award for which you are aiming.

### **What you should do now:**

- Contact your Student Support Coordinator or your Academic Advisor to rearrange your programme of study for the coming academic year to include the module(s) which you need to re-take.
- If you have been awarded a resit this session you are strongly advised to take the reassessment offered.

- Enrol as a continuing student either online or with Student Central and Student Finance before the start of the academic session (semester or term) in which you intend to continue your studies.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

## **Letter ECLR1: Has not passed enough credits / compulsory credits in current stage but could retrieve the situation by passing resits**

### **When to use this letter**

When a student's results to date do not satisfy the requirements for their current stage but they could retrieve the situation by passing the resits they have been given.

The student's situation should then be revisited at the resit examination committee and a decision made (based on the resit results).

No response from the student is needed.

### **The letter content**

**This letter contains important information. Please read it carefully**

The examination results for this academic year show that you have not passed enough module credits and / or you have not passed all of the compulsory modules, for the current stage of your course. However you could redeem the situation by passing resit/s that have been awarded.

The Examinations Committee has therefore decided to reconsider your situation following your performance on module/s;

**<system to insert resit module number/s>**

### **What you should do now:**

- Note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted.
- Prepare for and take the resit assessment at the appropriate time.
- Check with your Student Support Co-ordinator or your Academic Adviser whether or not you need to alter your programme of study for the coming academic year.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

## Letter ECLR2: Has not yet met the requirements for the award but could retrieve the situation by passing resits

### When to use this letter

When a student's results to date do not satisfy the requirements of the award for which they are aiming but they could retrieve the situation by passing the resits they have been given.

The student's situation should then be revisited at the resit examination committee and a decision made (based on the resit results).

No response from the student is needed.

### The letter content

**This letter contains important information. Please read it carefully**

The Examination Committee has noted that you have not yet met the minimum requirements for your award.

However you could redeem the situation by passing resit/s that have been awarded.

The Examination Committee has therefore decided to reconsider your situation following your performance on module/s;

**< system to insert resit module number >**

### What you should do now:

- Note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted.
- Prepare for and take the resit assessment at the appropriate time.

If successful in your resit you will be recommended for an award at the Examination Committee.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk))

Other support services include: Student Disability Service, Careers Centre and Counselling.

<http://www.brookes.ac.uk/students/support-services/>.

## Letter ECLC1: has not yet met the requirements for award but eligible to continue

### When to use this letter

When a student's results to date do not satisfy the requirements of the award for which they are aiming but they are eligible to continue on the course for this award.

No response from the student is needed.

### The letter content

**This letter contains important information. Please read it carefully.**

The Examination Committee has noted that you have not yet met the minimum requirements for your award, but that you are eligible to continue on the course for this award.

### What you should do now:

- If you decide to continue you must first contact your Student Support Coordinator or your Academic Advisor to rearrange your programme of study for the forthcoming academic year to include the modules which you need to re-take. Please pay careful attention to your course regulations when devising your future programme of study, especially those which refer to a maximum limit on the number of credits which can be attempted for your award.
- Enrol as a continuing student either online or with Student Central and Student Finance before the start of the academic session (semester or term) in which you intend to continue your studies.
- If you would like to return to complete your studies but need to request a period of approved time out, please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit a Form F201.
- If you decide to not return to complete your studies and believe you may have qualified for and would like to be recommended for an award at the next meeting of the Examination Committee, please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit a Form F200. Within this form you will need to indicate your reason for leaving and confirm that you believe that you qualify for an award.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

## Letter ECLC2 Congratulations on achieving the highest classification possible for your award

### When to use this letter

When a student meets the requirements of the award for which they were aiming and achieves the highest classification possible.

No response from the student is needed.

### The letter content

Your tutors join me in offering congratulations on achieving the highest classification possible for your award. It represents the culmination of a great deal of hard work and effort, which has been justly rewarded. I hope that your future plans will be equally successful.

Your tutors hope to see you at the awards ceremony.

## Letter ECLN1: has not met the requirements for expected award but eligible to continue on lower award

### When to use this letter

When a student's results mean that they can no longer satisfy the requirements of the award for which they are aiming but they are eligible to continue on a lower award (on the same course).

No response from the student is needed.

### The letter content

**This letter contains important information. Please read it carefully.**

The Examination Committee has noted that you have not met the minimum requirements for your expected award, but that you are eligible to continue on the course for a lower award.

## What you should do now:

- If you decide to continue you must first contact your Student Support Coordinator or your Academic Advisor to rearrange your programme of study for the forthcoming academic year to include the modules which you need for the new award. Please pay careful attention to your course regulations when devising your future programme of study, especially those which refer to a maximum limit on the number of credits which can be attempted.
- Enrol as a continuing student either online or with Student Central and Student Finance before the start of the academic session (semester or term) in which you intend to continue your studies.
- If you would like to return to complete your studies but need to request a period of approved time out, please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit a Form F201.
- If you decide to not return to complete your studies and believe you may have qualified for and would like to be recommended for an award at the next meeting of the Examination Committee, please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit a Form F200. Within this form you will need to indicate your reason for leaving and confirm that you believe that you qualify for an award.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

## Letter ECLMC1: Has met the minimum requirements for the award but has been offered resits through mitigation

### When to use this letter

When a student's results to date satisfy the requirements of the award for which they are aiming but they have been offered resits through mitigation.

This letter requires a response from the student. They will need to decide whether they will return and undertake the resit(s) or not and communicate this decision to Student Central (by the deadline given in the letter).

### The letter content

**This letter contains important information. Please read it carefully**

The Examination Committee has noted that you have met the minimum requirements for your award but have been offered a resit / retake following your application for mitigating circumstances.

## What you should do now:

Please inform the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk)) which of the following statements applies to you.

### 1. You wish to attempt the resit / retake.

If this is true then please note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted.

### 2. You do not wish to take the resit / retake that you have been offered and you would like to take the award for which you are already qualified.



If this is true then please confirm this by contacting the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk)) by 4.30pm on \*deadline inserted\*.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk))

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

## Letter ECLF1: Has reached the maximum number of attempts for an acceptable/optional module

### When to use this letter

When a postgraduate student has not passed a module for following a second attempt (at the module). The student is eligible to continue but must not attempt the same module again else they will fall foul of the postgraduate regulations.

No response from the student is needed.

### The letter content

**This letter contains important information. Please read it carefully.**

The Examination Committee has noted that you have not passed an acceptable / optional module following a second attempt of that module. You are eligible to continue on the course for your award but you must *not* register and attempt this same module again. An alternative acceptable / optional module must be selected.

### What you should do now:

- If you decide to continue you must first contact your Student Support Coordinator or your Academic Advisor to rearrange your programme of study for the forthcoming academic year to include the modules which you need to re-take. Please pay careful attention to your course regulations when devising your future programme of study, especially those which refer to a maximum limit on the number of credits which can be attempted for your award.
- Enrol as a continuing student either online or with Student Central and Student Finance before the start of the academic session (semester or term) in which you intend to continue your studies.
- If you would like to return to complete your studies but need to request a period of approved time out, please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit a Form F201.
- If you decide to not return to complete your studies and believe you may have qualified for and would like to be recommended for an award at the next meeting of the Examination Committee, please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit a Form F200. Within this form you will need to indicate your reason for leaving and confirm that you believe that you qualify for an award.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.

## Letter ECLDD: Student record contains a deferred disciplinary (DD) grade

### When to use this letter

When a student has a deferred disciplinary (DD) grade on their student record. This grade needs to be resolved for the examination committee to make a decision about their continued study at the University.

No response from the student is needed.

### The letter content

**This letter contains important information. Please read it carefully.**

Your record contains a Deferred Disciplinary grade (DD). Until this has been moderated / resolved, the Examination Committee has deferred making any decision about your record.

As soon as this matter has been resolved the Examination Committee will review your record and make a decision about your continued study at the University.

### What you should do now:

- It is in your best interest to get this matter resolved as soon as possible and you are advised to contact the Faculty's Academic Conduct Officer through your Faculty Administration Office or Academic Adviser.

## Letter ECLPB1: Not achieved a satisfactory mark for one of more practice-based module(s)

### When to use this letter

When a student has not achieved a satisfactory mark for one or more practice-based module(s) during the last academic session (semester or term).

The letter is to remind the student of the course regulations concerning the number of times practice-based modules may be failed, and to advise them of the action they must take.

No response from the student is needed.

### The letter content

**This letter contains important information. Please read it carefully**

The Examination Committee has noted that you have not achieved a satisfactory mark for one or more practice-based module(s) during this last academic session (semester or term). This letter is to remind you of the course regulations concerning the number of times practice-based modules may be failed, and to advise you of the action you must take. These regulations state that no practice-based module may be failed more than once and a student may not fail more than one such module. Students who do so will be required to withdraw from the course.

### What you should do now:

- Check with your Student Support Coordinator or Academic Adviser whether or not you need to alter your programme of study for the coming academic year.
- If you have been awarded a resit grade, note the dates of the resit examinations which are displayed on your PIP. This is also the date by which any resit coursework must be submitted. Prepare for and take the resit assessment at the appropriate time.
- If you have been awarded a fail grade, it is essential that you pass all subsequent practice-based modules, either first time or at resit (if this is offered to you). A second practice-based module fail will result in you having to withdraw from the course.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Course and Student Administration Team ([csa@brookes.ac.uk](mailto:csa@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.